ACALANES

STUDENT HANDBOOK

1942–43

ACALANES STUDENT HANDBOOK

ACALANES UNION HIGH SCHOOL

LAFAYETTE, CALIFORNIA

HANDBOOK

ACALANES STUDENT HANDBOOK

S T A F F

EDITOR . . . . . .NANCY GAROUTTE

MANAGING EDITOR . . . . . BETTY BRECHT

TECHNICAL STAFF

Jean Buckner

Florence Goodrich

Dorothy Graham

Mary Mukuno

Margaret Newman

Muriel Penfield

Barbara Rogers

Margaret Rogers

Charles Sanders

Dorothy Traud

EDITORIAL STAFF

Bruce Campbell

Jean Cook

Charlotte Hafer

Nancy Larsen

Constance Reid

Vida Schwoer

ART STAFF

Marion Cheadle

Mariellen McCombs

TABLE OF CONTENTS

	Page
GREETINGS FROM YOUR PRINCIPAL	1
BACKGROUND	2-5
History of Acalanes Union High School	2
Customs and Traditions	3
Student Government	4
Girls' League	5
Boys' Federation	5
Scholarships	5
WHO'S WHO	6-9
Board of Trustees	6
Administration	6
Faculty	6
County Workers	8
Maintenance	9
WHAT TO DO	10-14
When You're Absent	10
When You're Tardy	10
For Permits	10
To Graduate	10
To Get Good Marks	11
To Go To College	11
In the Library	13
When There is a Fire or Air Raid Drill	14
WHAT YOU SHOULD KNOW	15-19
The Advisory Period	15
Attendance Requirements	15
School Vacations	15
Expulsion and Suspension	15
Policy Regarding School Representatives	16
Your Locker	16
The Telephone	17
Girls' Uniform	17

	Page
Physical Education Laws and Regulations	17
School Code Definition	17
Boys' P. E. Regulations	17
Girls' P. E. Regulations	18
CAMPUS ETTIQUETTE	20-23
In the Halls	20
In the Classrooms	20
Cafeteria and Student Store	21
On the Campus	21
Respect for Our Country and Flag	21
Assembly	22
At Athletic Events	22
At Social Affairs	23
On the Bus	23
In Caring for Books	23
ANNOUNCEMENT OF COURSES	24-32
Art	24
Commercial	24
English	26
Homemaking	27
Industrial Arts	28
Language	28
Mathematics	29
Music	30
Physical Education	31
Science	31
Social Studies	32
ACTIVITY PERIODS	33-37
Language Club	33
Homemaking Club	33
Modern Dance	33
Publications	34
AKLAN	34
BLUEPRINT	34
ACALANES STUDENT HANDBOOK	34
Photography	34
Aviation Club	35
Drama Club	35
First Aid	35
Special Shop	35
Personal Typing	36
Teams	36
Study	36
Penmanship	36

	Page
Special Art	36
Interior Decorating	37
Boys' Cooking Club	37
Radio	37
Slide Rule	37
ORGANIZATIONS	38-39
California Scholarship Federation	38
Acalhonors	38
Girls' Athletic Association	39
Block A Society	39
SERVICES	40
Cafeteria	40
Student Store	40
Public Address System	40
MAP OF ACALANES CAMPUS	41
STUDENT BODY ASSOCIATION CONSTITUTION	42-48
ACALANES SONGS	49-51
ACALANES YELLS	52-53

GREETINGS FROM YOUR PRINCIPAL

Hello!

This handbook is to tell you about our school. It has been prepared by students and teachers for your information.

First, we want you to know that you are welcome at Acalanes. Students, parents and citizens of the community are invited to share fully in all the activities of the school. Please know that the office exists to assist you do this.

Acalanes is proud of the spirit of its students and staff. Ours is a friendly group working together for the good of all. High school is a time for growing from the carefree days of grammar school into the responsibilities of youth.

Much has been given to you in the way of an excellent faculty and unusually fine educational facilities. Yours is the responsibility in cooperation with parents and counselors to determine your goals and build a program both in and out of school that will enable you to achieve those ambitions. You will gain only the honest effort you make. Anything less than your best effort in class, in student activities, on the athletic field or in out-of-school associations is not worthy of you nor of Acalanes.

Discipline should come from your understanding of and honest desire to do what is right in all situations. Criticism of your conduct is made or disciplinary action is taken with the friendly purpose of helping you to improve.

Your goal should be the two-fold one of personal development to the full within a social group. Individual privileges carry with them responsibilities for willing adherence to rules made for the good of the whole school. Sometimes immediate interests will have to be sacrificed for long range benefits.

Mixed with the serious work of school is the desire that you shall have many happy experiences to form pleasant memories. You are spending here the most formative years of your life. Let us help you to make the most of them.

Sincerely yours,

Stanley Warburton

T. Stanley Warburton
Principal and District Superintendent

B A C K G R O U N D

HISTORY OF ACALANES UNION HIGH SCHOOL

Acalanes was selected as the name for our school because Rancho Acalanes was one of the early Spanish land grants located near the center of the high school district. Acalanes (pronounced ah-kah-lah-nays) is probably the Spanish name given to a Costanoan Indian village of this vicinity called "Aklan."

The formation of the Acalanes Union High School is a tribute to the vision of far-sighted men and women who realized the need of a school centrally located to serve the rapidly growing Canyon, Lafayette, Moraga, Orinda and Walnut Creek areas. Only the untiring work of a host of individuals and organizations served to transfer this vision into a reality.

Widespread interest led to a survey by the State Department of Education in 1937. Local groups circulated petitions for the establishment of the union high school. Presented with these petitions, B. O. Wilson, county superintendent of schools, called for a poll determining whether voters wanted a high school. The overwhelming vote of 17-1 started the school enthusiastically. A special act of legislature validated the poll, and on September 19, 1939, Acalanes Union High School became a legal entity.

In the short space of one year events transpired with amazing speed. The Board of Trustees was elected with J. E. Lawrence as president and M. H. Stanley as clerk. Joseph C. Bronson, Melvin S. Jacobus and C. C. Morse were the other initial trustees. Subsequently John F. Chaddock and Warren Harrold became board members to carry on the good work.

Charles W. Franklin and Ernest H. Kump of Fresno were retained as architects with Keith O. Narbett of Richmond collaborating. Stanley Warburton was engaged as principal and district superintendent to direct educational planning.

Construction of the school was started on May 11, 1940 by L. S. Peletz and Son. L. Neilson of Lafayette was employed by the Board of Trustees to inspect construction details.

Months of extremely intensive work in construction, planning, selection of faculty, securing of equipment and organization of a program were climaxed by the opening of Acalanes Union High School with an informal flag raising ceremony on September 10, 1940.

A very full, eventful year followed, ending in the splendor of graduation for sixty-seven excited and educated seniors. The rapid growth of the community during the past year made it necessary to build three new units. Elmer J. Freethy from El Cerrito was the contractor chosen by the board on the basis of low bid.

September 2, 1941, Acalanes Union High School opened again for its second year of operation with increased enrollment to 480 students and an addition to the faculty of six new instructors.

CUSTOMS AND TRADITION

In its few years of being, Acalanes Union High School has instigated customs and traditions which will be observed by future classes.

Senior privileges and Senior Week observances play a major part in Acalanes' traditions. The Senior Play, produced by seniors annually in the spring semester, and the Senior Picnic are two big events at Acalanes. The picnic, a gay party preceding the solemn purposeful commencement, is held during Senior Week. The Junior-Senior Banquet is staged and financed by the juniors for the seniors. A senior is distinguished on the campus by the ring or pin he wears. Rings are worn by the incoming seniors only after the graduation exercises of the preceding class.

The Freshman Frolic, Sophomore Hop, Junior Prom, and Senior Ball are held in the order named at intervals throughout the school year.

The Carnival is in a fair way to becoming one of the most entertaining traditions of the school. Traditional rivalry between Acalanes and Diablo began before the first blue-print of the new school had even been drawn. Diablo-Acalanes football and basketball contests are the big games of the year.

The girls' uniform of middies and skirts was initiated by the girls who circulated petitions and voted at the polls on the regulation uniforms. It was decided that the uniform would be worn four days of the week. Monday is "civi day" solving laundry and cleaning problems and offering an opportunity for the fairer sex to glamourize.

The furor of campaign week and the surprising efficiency of student body elections and polls has become traditional.

Special assemblies celebrating Washington's Birthday, Linclon's Birthday, Labor Day, Conservation Week, Public School's Week, and other national and state holidays are held regularly.

Clean-up Day is a day of cleaning up campus, athletic fields and buildings. Started as a necessity, it will be continued as a feature of the Acalanes policy that bids students and faculty to work hard, play hard, study hard.

Becoming the greatest tradition, Acalanes High School spirit is increasing by important emphasis in democratic living. A spirit of cooperation and courtesy prevails in the student's attitude toward his fellow students, in his classrooms, on teams, in the rooters' section, and toward the faculty and administration. Individual growth through self-control toward maximun development of self and the social group is the goal of all.

Acalanes Union High School students have established a policy of helping other people in War Relief benefits, Defense drives, American Red Cross subscriptions and savings stamp sales.

Taking advantage of the special opportunities for usefulness in a new school, students have participated in school and community construction, ground landscaping, technical sets and costumes, and defense projects.

STUDENT GOVERNMENT

Through the student government students try to practice the democratic principles that they have studied at home and in school.

All regular students of Acalanes Union High School are members of the student body, but since all receive the benefits of student government, each student should purchase a student body card if possible. Card holders will find that they save considerable in the long run through reduction or free admission to games, dances, plays, and other student affairs.

Our governing law for student government is the student body constitution which may be found in this Handbook.

The student council is the representative body transacting business affecting the whole student body. It meets once a week, and any interested students may attend. The council is composed of the president, vice-president, secretary, treasurer, secretary of social affairs, general athletic manager, girls' yell leader, boys' yell leader, and advisory group representatives.

The student body treasurer's office acts somewhat like a bank. All money collected by student organizations is held in trust for them by this office, and is paid out only on written order from the organization treasurer and its faculty sponser.

GIRLS' LEAGUE

To become better acquainted with her school and its program every girl is automatically a member of the Girls' League when registered at Acalanes Union High School. The main purposes of the organization are: to provide a medium for school contact among girls; to create opportunities for service to the school and the community; to encourage scholarship, sportsmanship and citizenship.

Meetings of the group are held approximately once a month, but the main body of business is carried on at semi-monthly meetings of the Girls' League Cabinet which is made up the officers and committee heads. The committee heads and their various committees do special work, such as checking of uniforms by the uniform committee and supervising of social affairs by the social committee.

The Girls' League sponsors the annual Mothers' Tea. The "big sister" program and enforcement of uniform rules are two of its most important activities.

BOYS' FEDERATION

The Boys' Federation membership is automatically extended to all boys registered at Acalanes. The object of the Federation is much the same as the object of the Girls' League though the Federation stresses good sportsmanship and aims to promote athletic participations.

Meetings are held monthly during the school year. Much of the business is transacted in the meetings of the Boys' Federation Cabinet consisting of officers and appointive members.

Important dates on the organization's calendar are the annual cake sale at Christmas time and the Father and Son Banquet in the Fall. Proceeds of the cake sale go to a worthy charity. The main purpose of the banquet is to bring closer relationships between the boys and their dads and a close harmony in boys' athletics in all sports.

SCHOLARSHIPS

There are scholarships available from different colleges, junior colleges and universities. Students interested in applying for scholarships should contact Acalanes counselors early. Help and advice from school advisors are given for the asking.

W H O ' S W H O

BOARD OF TRUSTEES

J. E. Lawrence - Chairman, Board of Trustees
M. H. Stanley - Clerk, Board of Trustees
Warren Harrold, Melvin Jacobus, John Chaddock

ADMINISTRATION

Principal and District Superintendent - T. Stanley Warburton
Acalanes High School Secretary - Miss Phyllis Petersen

FACULTY

Warburton, T. Stanley - Principal and District Superintendent. A. B., Pomona College; M. A., Claremont Colleges; graduate student, Harvard University, Yale University. Instructor, Citrus Union High School and Junior College, 1933-1936; Supervisor of Remedial Instruction, Contra Costa County, 1936-1937; Coordinator of Secondary Curriculum, 1938-1940. At Acalanes Union High School since 1940. Phi Delta Kappa, Delta Sigma Rho, Alpha Delta Mu.

Ambrose, Rose K. - Spanish, Latin, French. A. B., University of California; graduate student, University of California. Substitute and tutor, San Francisco City Schools, 1939-1940. At Acalanes Union High School since 1940. Sigma Delta Pi, Phi Beta Kappa, Pi Lambda Theta.

Cowan, Veronica C. - Librarian, in charge of study halls. A. B., College of Holy Names; Library Certificate, University of California; Special in Librarianship at University of California. Substitute teacher, Oakland High Schools; Antioch High School, 1938-1939; Bakersfield High School, 1939-1941. At Acalanes since 1941.

Hamburger, Millicent - Girls' physical education, English. A. B. cum laude, Smith College; M. A., Columbia University; B. S., School of Library Science, Columbia University; graduate student, University of California. Instructor of dance, Lenox Hall Neighborhood Association, New York City, 1933-1941; Associate Director of Westchester County Recreation Camp, 1932-1939. At Acalanes Union High School since 1941.

Heard, Elmo V. - Auto shop, wood shop, metal shop, landscaping. A. B., Chico State College. Business and construction experience, 1925-1938. At Acalanes Union High School since 1940. Epsilon Pi Tau.

Heffner, Elizabeth - Typing, English, journalism. A. B., University of California; graduate student, University of California, Mills College, University of California at Los Angeles. At Acalanes Union High School since 1941.

Hopkins, John B. - Physics, mathematics, aviation. Student, California Institute of Technology; A. B., Pomona College; graduate student, Claremont Colleges. Laboratory assistant and consulant, University of California, 1935-1938; instructor, Redlands Senior High School, 1938-1940. At Acalanes Union High School since 1940. Phi Delta Kappa.

Knight, Henry T. - Boys' counselor, social studies, bookkeeping. B. S. and M. A., University of California; graduate student, University of California and University of California at Los Angeles. Instructor, Claremont Junior High School, Oakland, 1938-1939; San Leandro High, Gilroy High School, 1939-1940. At Acalanes since 1940. Phi Delta Kappa.

Lahti, Lily L. - Girls' counselor, art, speech arts. A. B. and M. A., University of California; graduate student, University of California and University of California at Los Angeles. Instructor, Gridley Union High School, 1931-1935; Dean of Girls, Newport Harbor High School, 1935-1939. At Acalanes since 1940. Pi Lambda Theta.

Mattson, Erwin William - Boys' physical education, world history, photography. A. B., University of California; graduate student, University of California and University of Southern California. Oakland Y. M. C. A., 1929-1930; St. Mary's College, 1930-1931; Manteca High School, 1931-1933; St. Helena High School, 1933-1940. At Acalanes Union High School since 1940. Now on leave.

Merkel, Marie M. - English, dramatics. Student, University of Wisconsin; B. E., University of Hawaii; Ed. M., Mills College. Wisconsin public schools, 1923-1928; Brooklyn, New York, schools, 1928-1930; Milwaukee University School, 1930-1936; Hanohauoli School, Honolulu, T. H ., 1937-1939; Malborough School, Los Angeles, 1938-1939. At Acalanes Union High School since 1940.

Merritt, Phillip G. - Boys' physical education, life science. Student, Wharton College; A. B., University of California; graduate student, University of California. At Acalanes Union High School since 1941.

Monaco, Michael M. - Mathematics, French, retail selling, study hall. A. B. and M. A., University of Montana; graduate student, University of California. Instructor, Montana Public Schools, 1928-1941. At Acalanes Union High School since 1941. Pi Mu Epsilon.

Nicholson, Margaret - Girls' physical education, chemistry, first aid. A. B. magna cum laude, Pomona College; graduate student, University of California. Instructor, Bret Harte Union High School, Angel's Camp, 1938-1940. At Acalanes Union High School since 1940. Phi Beta Kappa and Pi Lambda Theta.

Pembroke, Betsy - American institutions, senior problems, English, year-book. A. B., University of California at Los Angeles; graduate student, University of California, University of California at Los Angeles. Journalism, office management, salesmanship, 1933-1940; purchase and audit department, Associated students of U. C. L. A., 1940-1941. At Acalanes Union High School since 1941. Mortar Board, Prytanean, Alpha Chi Alpha, Upsilon Alpha Sigma.

Rauhut, Martin O. - Music, Spanish. A. B. and M. A., University of California. Instructor, Liberty Union High School, 1936-1937; instructor, Surprise Valley Union High School, 1937-1940. At Acalanes since 1940.

Russell, Leland S. - Mathematics, mechanical drawing, glee club. A. B., Occidental College; graduate student, University of California and University of Southern California. Instructor, McCloud High School, 1939-1941. At Acalanes High School since 1941. Phi Delta Kappa. Now on leave.

Walgren, Stanley W. - American institutions, senior problems, boys' P. E. A. A., Marin Junior College; A. B., University of California; graduate student, University of California. Instructor, Mt. Diablo Union High School, 1937-1940. At Acalanes Union High School since 1940.

Williamson, Mrs. Helen Fowler - Homemaking. A. B., University of California; graduate student, University of California. Instructor, Biggs Union High School, 1930-1932; instructor, McFarland Union High School, 1932-1934; instructor, Nordhoff Union Junior Senior High School, Ojai, 1939-1940. At Acalanes Union High School since 1940.

Woodyard, Sara T. - Business English, shorthand, typing, office practice. A. B., University of California; graduate student, University of California, University of Southern California, Armstrong Business College, and Merritt Business School. Instructor, Dunsmuir High School, 1929-1937; instructor, Manteca High School, 1938-1940. At Acalanes Union High School since 1940.

COUNTY WORKERS

B. O. Wilson - Superintendent Contra Costa County Schools
Robert J. White - Assistant Superintendent
William H. Stegman - Assistant Supervisor Attendance and Child Welfare
Donald E. Kitch - Coordinator Secondary Curriculum
Edna B. Robinson - School Nurse, County Health Department, Martinez

MAINTENANCE

Custodians - Gilbert Y. Baker
Myles Williams
Cloyse Sommers

Gardeners - Manuel del Toro Velazquez
Joseph Boggio

W H A T T O D O

WHEN YOU'RE ABSENT

Returning to school after an absence, a student is expected to bring a note from home stating the reason for absence to the counselor's office. The note should be presented to the boys' or girls' counselor before the beginning of first period. A slip will be obtained from the office. The slip will in turn be signed by the teachers in whose classes the student is enrolled.

WHEN YOU'RE TARDY

Any student late to class must bring an excuse from the office or if kept by a teacher, an excuse from that teacher. Being late to class three times without an excuse is regarded as a cut and three cuts cause suspension from school.

FOR PERMITS

If a student wishes to leave school before the day is through, he is required to bring a note from home. This note must be presented at the office before the student leaves. It must contain the exact time and the reason for leaving. In case of illness at school when it is not possible to secure a note from home, the student must report to the office before leaving school.

Any student wishing to drive a car to school must bring a written note of permission from his parents indicating that the parents assume all responsibility and obligation for him. Careless driving or misuse of cars forfeits for the student the privilege of bringing his car to school.

TO GRADUATE

Sixteen units in addition to physical education are required for graduation. Each four year high school curriculum shall include: instruction in health and physical education daily throughout the school

year of the high school curriculum except as exemptions offered in the School Code; not less than ten semester periods of instruction in American history; attainment of a satisfactory mastery of oral and written English which is usually interpreted as three years.

Acalanes High School recommends social studies for the ninth grade, world culture for the tenth grade, senior problems for the twelfth grade and general math or algebra in the ninth grade for all students.

TO GET GOOD MARKS

Acalanes has chosen a grading system which not only gives the student's academic grade but which also shows responsibility, inquiring mind, social concern and work habits. To get good marks in responsibility, the student must be prompt, dependable, and he must accept responsibility in the class room. A good grade in inquiring mind entails use of the library and dissatisfaction with merely perfunctory material. A student who is cooperative, courteous, and respects the rights of others will receive a high grade in social concern. Study habits are determined by application, organization and concentration.

The supplementary character grades listed above regulate to a high degree the subject mark in a particular subject. This form of grading is one adopted by the California Secondary Principals' Association.

Report cards are graded with A-superior; B-better than average; C-average; D-barely passing (needing to improve); F-failure; Inc.-Incomplete. Plus and minus marks are used on report cards but are not recorded on the office card as a permanent record. Incompletes must be made up by the following quarter. Grades A and B are recognized as entitling a student to college recommendation.

TO GO TO COLLEGE

Admission requirements to different universities and colleges are found in various catalogues. Each student should have a catalogue of his own from the school he plans to attend. He should consult the catalogue to learn the requirements for admission.

Requirements for many particular courses are much more exacting than general requirements to a university. If not followed the student will be at a disadvantage after admission.

A graduate of an accredited high school (Acalanes is accredited to the University of California) may enter U. C. in freshman standing provided

the following conditions have been met:

1. Graduation from an accredited high school with the completion of 16 matriculation units or credits in selected subjects.

2. The high school program must include the following subjects, (a) to (f) inclusive, which represent the minimum subject requirements, and which must be approved by the high school principal as college preparatory courses.

(a) History . . . . . .1 unit - This may consist of any two semesters of history, civics or social service.

(b) English . . . . . 3 units - These may consist of any six semesters of English, public speaking, journalism or drama.

(c) Mathematics . . . . . 2 units - These may consist of two semesters of elementary or advanced algebra, and two semesters of plane geometry or solid geometry and trigonometry.

(d) Science . . . . . 1 unit - This may consist of a year course in one field of science, namely biology, botany, chemistry, physics, physical science, physiology or zoology. The science selected must be an advanced (3rd or 4th year) laboratory science and the two semesters must be in the same subject field.

(e) Foreign Language . . .2 units - These must be in one language.

(f) Advanced (3rd or 4th year) mathematics or foreign language, or chemistry or physics . . . . 1 unit; or two years of a second language . . . . 2 units.

3. For any of these required subjects completed in the ninth grade (first year of high school), subject credit is given irrespective to the scholarship grade received, provided, of course, it is a passing grade. In the subjects completed in the last three years of the high school program, however, a scholarship average of grade B (based on marking system of four passing grades: A, B, C, D) must have been maintained. In computing scholarship averages semester grades rather than year grades are used.

Subject A or English Composition is an examination in English composition designed to test the applicants' ability to write English without gross errors in spelling, grammar, diction, sentence structure, and punctuation. This is required of all undergraduate students. The examination is

taken at the opening of each semester and at the opening of Summer Session. Students who do not pass in the examination are required to take the course in Subject A without unit credit toward graduation and at the cost of ten dollars.

Those who do not meet University of California requirements upon graduation may establish lower division status at a state or junior college enabling them to become eligible for transfer to the university.

Recommended Course for Entrance to
University of California

Freshman

English I
Algebra I
Physical Education
Foreign Language
(French, Latin, or Spanish)
Social Studies

Sophomore

English II
Geometry
Physical Education
Foreign Language
(French, Latin, or Spanish)
Elective (World Culture is strongly recommended depending upon major)

Junior

English III or Speech Arts
Chemistry
Physical Education
American Institutions
Foreign Language or
Algebra II

Senior

English IV
Senior Problems
Physical Education
Physics, Trigonometry,
or Advanced Language
Elective

IN THE LIBRARY

Because the school has established a library which is yours to use and enjoy, you should consider the rights of others by maintaining a quiet business-like atmosphere at all times.

The library is open from 8:15 a.m. to 4:00 p.m. except during the lunch period. Good advice is to ask the librarian to help when you are unable to find what you want.

Rules have been established for the borrowing of books and magazines. Any student wishing to borrow a book may check it out at the circulation desk by signing his name on the card in the back of the book, and having the date due stamped on the date line. It is not necessary to have a libary card.

Fiction books may be borrowed for one week, with renewal privileges. Non-fiction books are taken out for overnight use only and are due before the first period the next morning.

The current issues of magazines stay in the library, but students may borrow the older issues for overnight use by checking them out on magazine slips.

Encyclopedias and reference books are used only in the library.

A request may be made for any book not found on the shelves. Sign a Book Request Slip at the circulation desk for the book you want, and the librarian will let you know when to come for the book. Because of the great demand for the library books, students are urged to return borrowed books promptly when due.

WHEN THERE IS A FIRE OR AIR RAID DRILL

Fire drills are held monthly. Students should get twenty feet away from buildings immediately, returning to classes when the bell signal is given. The student fire crew will take stations, but are not to use equipment except in event of need.

Announcement of the air raid drill comes over the public address system. Upon hearing the signal, students should proceed swiftly but in an orderly manner to the border of the creek on the east side of the buildings until all clear signal is given.

WHAT YOU SHOULD KNOW

THE ADVISORY PERIOD

Advisory is held every Monday during the eighth period. Seventh and eighth periods are sometimes reversed for convenience. Advisors are selected at the beginning of the year on the basis of vocational interests.

In this period advisors make special announcements, give special tests, and endeavor to help individuals in planning and completing their high school course and in preparing for jobs or for college.

ATTENDANCE REQUIREMENTS

The school day lasts from 8:34 a.m. to 3:28 p.m. Periods are fifty minutes long. Students are given adequate time to pass from one class to another if loitering is avoided. State law requires attendance except in cases of sickness or death in the family. Cutting classes is a recognized cause for suspension or expulsion from school. Unexcused tardiness is equivelent to cutting, and will be dealt with accordingly.

Students are not allowed to leave school grounds at noon without permission. Students are proud of their good attendance records, which form one of the bases for recommending students to college or to jobs.

SCHOOL VACATIONS

The summer vacation normally begins after the second Friday in June and ends with the opening of school on the second Tuesday in September. Easter Vacation is the week preceding Easter Sunday. Thanksgiving Vacation includes the Wednesday before and the Friday after Thanksgiving. All of these dates are tentative and apt to be changed because of unforeseen conditions.

EXPULSION AND SUSPENSION

School Code Definition

Continued willful disobedience, open and persistant defiance of authority of the teacher, habitual profanity or vulgarity, or smoking cigarettes or having cigarettes upon school premises, constitute good cause for suspension or expulsion, as defined by the School Code, State of California.

POLICY REGARDING SCHOOL REPRESENTATIVES

Since students representing the school in athletic, musical, dramatic, or other capacities stand for the school as well as for themselves, rigid self-discipline is expected to maintain acceptable standards.

Certain offenses with minimum penalty to be imposed are set forth here:

	First Offense	Second Offense
Smoking on the school grounds	Suspension from school and dismissal from activity for remainder of season.	Out of activities for year.
Smoking off the school grounds	Out of activity for one week. On probation for rest of year.	Dismissal from activity for remainder of season.
Possession of cigarettes on school grounds	Warning--On probation for rest of year.	Dismissal from activity for remainder of season.
Drinking and immorality	Out of activity for year.	

Circumstances, attitude and previous record are factors which might invoke more severe penalties provided under School Code and Rules and Regulation of the California State Board of Education.

It is hoped that continued cooperation of students will continue to hold to a minimum the instances in which penalties have to be invoked.

YOUR LOCKERS

Each student is furnished with a locker which is equipped with an excellent combination lock. This locker is to keep books and other school supplies in and must be locked at all times, as the school is not responsible for any articles taken from the lockers. The same instructions apply to gym, shop, and other special lockers which are furnished to pupils in any department. Each combination is confidential, and students should exercise caution to keep it so.

THE TELEPHONE

There is a telephone booth for students' use in addition to the office phone for business calls.

An emergency is the only time students can be called to the telephone from classes. Messages that are important from parents, relatives, or employers will be delivered to the student or a request sent that he call the number desired during intermission or after school.

GIRLS' UNIFORMS

The girls' uniform as defined by The Girls' league Cabinet consists of a middy (white, royal, or navy blue) and a pleated white or navy blue middy skirt. Ties of any color as well as sweaters of any color may be worn. No restrictions have been made on accessories as school authorities and the Girls' League Cabinet recognize the students' possession of good taste and judgment.

Uniforms must be worn four days a week. The fifth day, or Monday, is "civi day" when girls may wear their other sport clothes. The vice president of Girls' League is in charge of enforcing the uniform regulation.

PHYSICAL EDUCATION LAWS AND REGULATIONS

The California School Code requires: "All pupils enrolled in junior or senior high school shall be required to attend courses of physical education for an instructional period in each school day which shall be not less than the length of regular academic periods of the school."

At the first of the year, each student is given a physical examination by a physician at the high school. In accordance with the school code, a student who is unable to participate in the regular physical education activity may be assigned to special activity as his needs indicate. This may be a limited or a rest program.

Boys' P. E. Regulations

Each boy is required to dress in a regulation gym suit consisting of a light grey upper, light grey trunks, supporter, gym shoes and white gym socks. Gym suits will be inspected for cleanliness every Monday. Failure to keep uniforms clean will result in a make-up penalty, and the offenders will have to wash their suits in the shower room. All gym clothes must be marked with the students initials and locker number. If gym clothes are not brought to school and worn each gym period, penalties will be affixed.

Five minutes after the final bell, roll call will be held. Roll call numbers are given each boy. These numbers are painted on the gym floor. During roll call each boy, if present, must be standing on his number. If he is present in the dressing room, but does not get on his number for roll call, he must dress and go to the main office for a tardy slip.

Boys must participate in P. E. during the entire period. Those who attempt to shower early will be penalized.

Make-up penalties can only be made up during noon hours, after school, and on Saturdays. Failure to make up penalty assignments will result in a failing grade in P. E.

Profanity is at no time tolerated. At various times during the year, lockers will be inspected for cleanliness. Students should make it a point to keep lockers clean at all times.

Certain rules have been established for students who use the gym at noon, after school, and in gym periods, inclusively. No form of physical activity, except dancing, should be participated in by a student who has not first changed to regulation gym suit and tennis shoes. Wrestling, shoving or any other actions that might be classed as roughhousing will not be tolerated. Boys should keep off the gym stage. Eating is not permitted in the gym.

Dressing room rules forbid roughhousing and ball playing. Towels are not to be taken from the drying room except when the days are rainy and the floors are muddy. Clothes and shoes are not permitted in the drying room.

Girls' P. E. Regulations

Every girl is required to dress in the regulation uniform each day for gym activity. Plans are being made for the adoption of a standard uniform, but until it is decided upon, the regulation gym suit includes a white shirt, navy blue, royal blue or white shorts, white socks and tennis shoes. Each article of clothing must be plainly marked with the owner's name.

Two regular excuses taken on consecutive days are allowed each month. If a third day is needed the student must sign for a playing excuse which does not excuse her from dressing.

The first day back from an absence due to an illness, a girl may be excused. If any additional time is needed, a note must be brought from home. Such an excuse is not valid for more than five consecutive days including weekends. For any longer period, a note from a physician must be brought. The student will then be assigned such special activity as seems advisable.

At the beginning of the period, five minutes are allowed for dressing. After that time the student reports to the gym floor to stand at attention on the number assigned to her. Anyone not so reporting receives a tardy notation. Two tardy notations count as a gym cut. A squad captain checks roll and uniforms. Each item of uniform missing counts one-fourth gym cut.

At the end of the gym period ten minutes are allowed for dressing. During this time a girl is expected to shower. Towels are furnished and are checked out and returned to the towel room.

Gym lockers are equipped with combination locks. Except during a student's gym period, these must be kept locked. The lockers are checked from time to time; whenever one is found open, a gym cut is recorded for the owner. During the gym period the lock is removed from the small locker and placed on the large locker in which clothes and valuables are checked.

C A M P U S E T I Q U E T T E

IN THE HALLS

Remember the other fellow when you're walking through the halls.
Collisions may be prevented with a little thought and care on your part.

Don't talk at the top of your lungs unless you have an important announcement to make and you want the whole school to hear.

Running in the halls may cause a serious accident. Don't be responsible for a casualty.

Forget yourself and remember: Be considerate of others.

IN THE CLASS ROOMS

Be prompt and quiet when entering the class room.

Stop talking when the last bell rings.

Respect the speaker, instructor or a fellow student, with attention.

Refrain from whispering, passing notes, and chewing gum.

Refrain from applying make-up or combing your hair.

Speak distinctly, correctly and courteously.

Be careful of manners in addressing your instructor.

Remember that your ability to adjust your conduct to the social situation is a mark of good breeding. Appreciate the companionship offered you while remembering the respect due your elders.

When the warning chime sounds, remember that it is a warning and not a signal to make a wild scramble for the door.

CAFETERIA AND STUDENT STORE

Don't shove while waiting in line and don't crowd in. Remember that others are hungry too.

Observe the manners that you have been taught at home. Clear off your own tray and dishes and carry them to the proper place. Place all papers, bags and other refuse in the baskets provided for that purpose.

ON THE CAMPUS

Courtesy compels you to direct strangers around your campus and accompany them to the room or place to which them want to go.

Your conversation and actions at school should be watched. Bad manners, careless dress and loud talk are the ear marks of ill breeding.

Have respect for your school grounds and recognize the fact that because of the size of our campus, school gardeners and custodians are taxed to capacity. Garbage and papers should be placed in the proper receptacles. Flower beds and shrubs should be protected and not trampled upon. On a rainy day it is good sense to stay on paved walks and refrain from tracking mud through the buildings.

Boys, if you really like the girl, don't embarrass her by too affectionate attention while strolling about the grounds. Boys and girls should be careful to see that their friendships do not interfere with school work, and that their actions are in all respects beyond criticism.

Students and parents are responsible for replacing damaged or lost school property. Be careful in the use of equipment and avoid marking on furniture and walls. Be proud of the appearance of your school and do more than your part to keep it in good condition.

Conduct on school buses should be watched; and jostling, loud talk and discourtesy should be avoided.

RESPECT FOR OUR COUNTRY AND FLAG

Be ready and eager to salute the flag at any time. Ignorance or disloyalty is shown when you fail to do so. Courtesy and loyalty to our country and its flag should be shown at all times.

When the "Star Spangled Banner" is played, stand at attention and face the flag. If no flag is present, face the music. When the flag passes, rise and give it your utmost respect. Stand at attention while the flag is being raised and lowered.

ASSEMBLY

Upon arriving in the gym, take your seat as quickly as possible and postpone conversation with your neighbor until the assembly is over.

Give your courteous and undivided attention to the speaker. Acalanes audiences have the custom of standing when introduced to a speaker or school guest.

In avoiding restless motion you give the appearance of better attention.

The application of make-up and the combing of your hair should be saved for the privacy of the dressing room.

Your cooperation at assemblies reflects your attitude and your school spirit, so try to enjoy the programs which are planned for you. When assembly singing is called for, put forth your best effort.

Hearty applause at the proper time is in order. Whistling, stamping or cat-calling reflect unfavorably on the breeding of the students as well as on Acalanes. Such actions are reason for depriving students of student body activity privileges, including attending games and dances as well as assemblies.

AT ATHLETIC EVENTS

A code on good sportsmanship states that we should:

"Play a game for the love of the game
Go in for sports for the fun of the contest
Try our best to win and be glad to win
Meet defeat gallantly
Take victory casually
Give your partner credit for his help, either in winning or in staving off greater defeat."

At Acalanes Union High School we try to:

Cooperate with our cheer leaders
Congratulate our team in victory or defeat
Drive carefully when going to and from games
Refrain from cheering for our opponents' penalties
Stay in the stands until the game is over and we have sung our School Hymn.

AT SOCIAL AFFAIRS

Dances at Acalanes are held throughout the school year. Student Body card holders are admitted at lower rates. All students may obtain three guest bids the week preceding the dance. Any one who is not attending Acalanes must have a bid, signed by the social chairman, before he or she is permitted to secure a ticket at the door of the gym.

All regular rules applying at Acalnes apply to dances and social affairs. One cannot leave a dance and return.

Reserve and courtesy are expected of the students at social affairs.

ON THE BUS

Unusual consideration is required of all students on buses which by nature require many people to be together in relatively close quarters. Proper regard for safety requires that students stay in orderly lines on the bus corridor until the bus has come to a stop and is ready for loading. Do not crowd nor delay unnecessarily. Boys should show deference to girls in line and on the bus. Unload carefully. Respect at all times the directions of the person in charge of the bus.

IN CARING FOR BOOKS

Some of the most useful tools a student has are his books. Protect them with a sturdy book cover. Do not carry pencils or other articles in the book that might break the binding. Discard all old papers from books so that the neat appearance stamps you as a good housekeeper. Know that you will be judged by writing in or on the book and guard the good reputation which is one of your most valuable assets.

ANNOUNCEMENT OF COURSES

ART

ART

Introductory work is offered in lettering, poster work, elements of form and color, perspective, principles of design, and basic techniques.

The exploratory course in art craft includes such crafts as leather tooling, metal tooling, printed textiles, dyeing, block-printing and carving.

Advanced students may work in the fields of their own selection. Such units of study as creative design, advanced figure drawing, commercial illustration, dress and home decoration are offered in the advanced courses.

A pupil may take from one semester to four years of work in the art department according to his interests and special abilities.

COMMERCIAL

SHORTHAND I--GREGG

A complete study of the theory and technique of writing shorthand notes. A minimum writing speed of 60 standard words per minute for five minutes should be attained by the end of the first year. Typing I should be taken preceding shorthand I or at the same time in order to be ready for transcription in the second year.

SHORTHAND II

Intensive practice in reading, dictation and transcription of shorthand notes. Much attention will be given to punctuation, English, and set-up of business letters, as well as manuscript typing.

A course in business English taken preceding or along with the second year of shorthand would aid the student greatly in his transcription from shorthand notes to longhand.

It is expected that at the completion of the course, the student will be able to take dictation at the rate of 120 standard words for five minutes and transcribe at the rate of 35 words a minute.

TYPING 1

Every student in high school, regardless of his major subject, is advised to take a year of typing for his personal use. At the end of a year he should have developed skill of at least 40 words per minute in a ten-minute writing period with a fair degree of accuracy. He will have learned centering and arrangement, business letter forms, tabulation and use of carbon paper.

TYPING 11

Improvement in skill is expected to a rate of 60 words a minute or better for a ten-minute period of writing, with a fair degree of accuracy. Emphasis is placed on arranging and typing various business forms: advanced letter writing, post cards, envelopes, telegrams, invoices, boxes tabulated reports, and legal documents.

OFFICE PRACTICE

As far as possible, this course will make it possible for the student to gain actual experience by working in connection with the office of the principal and by duplicating material for the teachers of the school for use in their classes. The course will give the student intensive training in the use of two duplicating machines, the mimeograph and the hectograph. He will also familiarize himself with an adding machine and a calculator. He will become acquainted with filing and proper telephone and business office etiquette.

BOOKKEEPING 1

The first year of bookkeeping is recommended to students who wish to gain knowledge of a systematic method of recording their income and expenditures in order that they may learn how to live within their budgets. It is, therefore, a course recommended to all students, whether they are specializing in commercial work or not.

BOOKKEEPING 11

This course is recommended especially to students who are commercial majors. It stresses the recording of transactions of a partnership and a corporation.

RETAIL SELLING

Retail Selling is a course for juniors and seniors to prepare them for jobs in selling occupations. Because of change of employment from retail jobs to defense jobs, there is a much greater need for young people in retailing.

BUSINESS ENGLISH

This course stresses the composition and set-up of business letters in clear, simple style. Through much repetition it helps a student to acquire ability to write a letter which will not only be correct as to English and punctuation, but which will create the most favorable impression upon the reader. Students of stenography are especially urged to take this course.

ENGLISH

ENGLISH I

Language is a vital two-way communication of thought and experience; as such, habits of precision and appreciation must be developed.

Fundamentals of composition, written and oral. Emphasis on content as form. Comprehensive study of grammar, parts of speech, sentence structure, vocabulary building and spelling.

Study of earliest books as background for world literature is made.

ENGLISH II

A survey of world literature from Homer through the nineteenth century English literature is made.

Continuation and review of grammar and mechanics of writing composition are studied.

ENGLISH III

A survey of American literature by periods is made. It correlates with American Institutions. Intensive reading, outlining, map making, is done in connection with regional literature.

A review of grammar and mechanics of writing composition is made.

ENGLISH IV

Contemporary Literature and a review for Subject A examination are studied.

The course is designed not only for the college preparatory student, who is taught in English IV, but for the business and general student who wishes to sharpen and refine his skill in the appreciation and use of the English language.

SPEECH ARTS

The object of speech arts is to develop self-confidence, poise, initiative, and individuality.

It gives the student a feeling of confidence and enables him to relax when addressing a group.

The course should develop manner of expression and the power to think clearly and to correlate ideas.

HOMEMAKING

CLOTHING

Mending, embroidering, crocheting, hemstitching, color and design, flower arrangements, and clothing construction are offered. Garments are made according to the ability of the student. For school credit, garments are to be made entirely at school.

GENERAL HOMEMAKING I & II

The household needs will be studied as shelter, food, clothing, and health. Projects will be assigned in the various fields as clothing, meal planning, preparing of foods, etc.

FOODS

The artistic side is studied for the table arrangement and serving. The health part of the meal is studied for the elements of the food that will be needed to meet any of the family needs.

CAFETERIA PRACTICE

Cafeteria practice is presented on the practical basis of learning by doing. Students are given the opportunity of actually managing a cafeteria and helping with the quantity cooking. The art of selling and of beautiful serving is also studied.

INDUSTRIAL ARTS

AUTO MECHANICS

This course is offered to teach the student the fundamental mechanical principles involved in automotive equipment and other machines of a like nature (how it operates, how to care for it, and how to make minor repairs and adjustments) and to create a motive in the student for further exploration in this field.

GARDENING

This course is offered to create a desire in the student for an appreciation of the value and beauty of scientific planting as a means of beautifying his natural surroundings and to acquaint the student with the propagation of seeds and shrubs under greenhouse conditions and to plan and landscape home yards in both formal and informal complementary grouping of flowers and shrubs.

MECHANICAL DRAWING

Mechanical drawing is offered to develop the student's skill of recording accurately, in proper form, his ideas, or those of others, as working drawings, employing the various instruments and materials used in executing the basic fundamentals of mechanical drawing.

WOODWORK

This course is offered to introduce to the student, in organized order, the various aspects of woodwork in its broadest sense and to create a situation for the development of manipulative skill and an outlet for individual expression in an inventive and qualitive sense.

LANGUAGE

FRENCH I & II

French I & II are offered to teach the student to read, write and speak French with a fair degree of fluency.

Included in this course is a study of French customs, history and institutions.

LATIN I & II

These courses are offered to enable the student to read and understand Latin prose and to acquaint him with a knowledge of Latin grammar and vocabulary which will in turn, increase the understanding of English grammar and enrich the English vocabulary.

SPANISH 1, 11, & 111

The object of these courses is to teach the student to read and write Spanish and to speak it fluently and to introduce the student to the wealth of literature. of Spain and Spanish America which will enrich his background in literature.

MATHEMATICS

GENERAL MATHEMATICS

The objectives of this course are: to provide the student with direct number experiences, and to strengthen the pupil's ability to use the fundamental processes of arithmetic.

SHOP MATHEMATICS

The problems used in Shop Mathematics are taken from such trades as carpentry, cabinet-making, lathing, plastering, painting, paper hanging, sheet-metal work, printing, machinist, and general factory type work.

ELEMENTARY ALGEBRA

This course is offered to assure the student that there are exact answers to many of his everyday problems and to help him with the methods of exact or of approximate solutions.

Elementary Algebra provides the many pre-college students with the necessary foundation for the work in the advanced mathematics offered in the high school.

ADVANCED ALGEBRA

Advanced algebra is offered to provide the many pre-college students with the necessary foundation for mathematics in college and to provide the facility needed in the solution of problems in high school physics and chemistry.

PLANE GEOMETRY

Plane geometry provides the basic for the work in solid geometry and in trigonometry. It demonstrates the nature of proof and the reasoning by which proof is attained, not only in the field of mathematics but in advertising, judicial procedure, etc.

SOLID GEOMETRY

Solid geometry is a study of the properties and mensuration of solid bodies.

TRIGONOMETRY

This course offers a very great deal of practice in the handling of algebraic quantities and of logarithms, a study of the construction and uses of the trigonometric functions such as the sine wave of the ordinary alternating current, and the composition of several such waves as found in the simple vowel sounds; use of slide rule and calculation machine as well as logarithms in the solution of problems.

MUSIC

BEGINNING BAND

The objectives of this course are: to teach the student the tone which is characteristic of the instrument studied and the method by which it is obtained, to teach the fundamentals of good tone production including the operations necessary thereto (such as correct embouchure and breathing), to study musical notation and all the accessories thereto necessary for the correct and accurate interpretation, both rhythmic and harmonic, of the musical score.

ADVANCED BAND

The advanced band is designed to give students opportunity to develop further the art of ensemble playing and to gain the experience of interpreting the better class of music. The fall semester will be devoted, mainly, to performance for athletic events. The spring semester will be devoted to preparation for regional or county festivals, and the annual "Evening of Music."

Admission to this organization is by permission of the instructor. Letter awards are granted on the basic of attendance at performances.

ORCHESTRA

The orchestra will be composed of students who play string, woodwind, brass, or percussion instruments.

Interpretation of material suitable for the group and occasional public performance is the objective.

CHORUS

The chorus will be a mixed group whenever possible. Study of voice elements such as breathing, tone control, vowel formation, general enunciation and phrasing will be studied. Material suitable for the group will be used for occasional public performance. This course is open to all students interested in vocal music. Previous musical training is not necessary.

PHYSICAL EDUCATION

BOYS' PHYSICAL EDUCATION

This course is offered to provide wholesome recreation and an outlet for normal physical and mental energy. Emphasis is placed on personal cleanliness.

GIRLS' PHYSICAL EDUCATION

Girls' physical education department provides opportunities for growth in social development, poise, physical well being, and big muscle coordination.

The girls' physical education department cooperates with the other departments of the school in health education. Experiences provided may lead to a wiser use of leisure time and to development of leadership and responsibility.

SCIENCE

CHEMISTRY

Chemistry is offered to provide opportunities for the student to develop a working knowledge of the scientific method and to acquaint the student with the exactness of the constitution of the stuff of every day life.

LIFE SCIENCE

Life science provides opportunities for the student to develop a working knowledge of the scientific method and to develop respect for and appreciation of life and its processes, especially of the human body with the ultimate objective of developing the desire and ability to apply this knowledge in everyday living.

PHYSICS

Physics is offered to provide the student with opportunities to develop a working knowledge of the scientific method and to acquaint the student with the fundamental entities which form the ground work for later work in the five fields of physical abstraction. Force, heat, sound, light, and electricity, as well as to show the presence of these entities in each everyday situation.

SOCIAL STUDIES

SOCIAL STUDIES

Social Studies is offered to the students of the ninth grade to acquaint him with the school and school problems,--plant, personnel, traditions, activities and services. Practice in the everyday use of oral and written expression is given.

WORLD CULTURE

World Culture is offered to give the student a better understanding of the world in which he lives and to provide a background showing how the present world has evolved from the past.

AMERICAN INSTITUTIONS

This course attempts to review the past, beginning with the founding of America, their moving through the Revolutionary War, the Constitution, Westward expansion, the New Deal and finally the second World War. Oral reports, project work, and discussion of current events tend to keep the course fresh and up to date.

SENIOR PROBLEMS

This course is optional for seniors yet highly recommended for those preparing for college as well as for those going directly into industry or homemaking. Its subject matter deals largely in the field of economics. A few of the many interesting topics studied are: money, banking, labor, business, insurance, budgeting, California Government, transportation, "job-getting," taxation, etc.

A C T I V I T Y P E R I O D S

The activity period provides an opportunity for the high school student to include in his full program of academic subjects a class, club or activity for which he otherwise would not have time. The choice or variety of activities offered depends upon the demand by the students. There are some organizations or classes in the activity period which are permanent. The remainder depend upon the interest and the need for their being.

LANGUAGE CLUB

The Language Club was formed in the interest of those language students who desired to learn more of the customs, fashions, and cultural history of the country whose language they were learning in their academic classes.

HOMEMAKING CLUB

Garment construction in weaving, knitting, home mending, darning socks and patches, embroidery work and crocheting are learned in this activity. Constructive work for pleasure as well as for worth-while charities is undertaken.

MODERN DANCE

Emphasis in this activity is on two phases of development: for the individual, ability to move with rhythm, control, and balance; for the group, understanding of the individuals relation to a strong dynamic whole. This new group has made rapid strides in the difficult field of modern dance.

PUBLICATIONS

THE AKLAN

In the production of the Acalanes yearbook, staff members of the AKLAN endeavor to present to their fellow students and friends a book depicting high school life, tradition, and student government in pictures and prose.

The staff, including editorial, managerial and photographic departments, learn the fundamental's of layouts, photography, printing, phto engraving, and other technical processes essential in an annual's production.

THE BLUEPRINT

Training a large staff of freshmen and sophomores in the rudiments of newspaper writing is supplementary to the journalism class's main function, the production of the school bi-weekly, THE BLUEPRINT. The aim of the paper is to report impartially, to editorialize without sermonizing, and to be accepted by the student body as essential to their entertainment and education.

The Editor answers for BLUEPRINT policy and is in charge of general supervision. The City Editor is in charge of front page news and make-up. The City Editor also cooperates with and serves as a clearing house for local newspapers. The Business Manager heads the Managerial Staff, supervising technical production, advertising, and distribution.

ACALANES STUDENT HANDBOOK

Providing background and covering essential material, the handbook's main purpose is to acquaint the student and his parents with information regarding his successful completion of the high school course, his part and education in becoming a good citizen, his opportunities for participation in social affairs and his preparation for entrance into college or a job following graduation.

Valuable instruction and experience is given handbook staff members in the compilation and production of a more or less detailed and technical publication.

PHOTOGRAPHY

Students learn the elements of the art and a practice knowledge of laboratory technique. Club members take many of the snaps, candids, and group shots that appear in the AKLAN, schoòl yearbook.

AVIATION CLUB

This activity group is interested in at least four phases of aviation: the general principles of flying, the weather, flying instruments, and airplanes and their engines. A great deal of time is spent in discussion of the merits of various ships, commercial and military. The activity supplements instruction in many classes designed to acquaint students with developments in the field of air transportation.

DRAMA CLUB

The drama club endeavors to acquaint students with the fundamentals of stage craft, pantomines and skits. More advanced members participate in the Christmas Play and in the Senior Play.

All students interested may sign for drama the first and fourth quarters. Membership the second and third quaters is determined by try-outs for the play to be produced. These try-outs include the actual actors and the production staff.

FIRST AID

In First Aid students learn what to do in case of an accident or serious illness in the absence of professional aid or before that aid comes. Lessons taught in First Aid Class helps one to determine the extent and nature of the injury, stop bleeding, give artificial resperation, relieve shock, apply bandages and place traction splints. Red Cross First Aid certificates are awarded on successful completion of the course.

SPECIAL SHOP

Special Shop is for those students who wish to undertake special projects or to learn fundamentals of machinery installation. Oxyacetylene welding and arc-welding are taught.

Machine shop practice and new methods of mill work in cabinent structure are offered the intermediate Special Shop group. Shop activity is devoted to the building of school equipment that can not otherwise be had because of labor costs.

PERSONAL TYPING

Beginners only have been permitted to enter Personal Typing. This activity is offered especially for students who are unable to make room for typing in their regular class time but who wish to gain a knowledge of proper technique and the keyboard so they may improve their skills in their own time.

Students who plan to take typing for credit later on are advised not to take this activity.

TEAMS

Boys who go out for teams—baseball, basketball, football, track, tennis or swimming in their respective seasons—are enrolled in P. E. during the last or activity period. Practice and perfection of skills are attempted in this period. Often games and meets are held during this period and continued after school.

STUDY

Students who have a crowded or heavy course often elect to have study during their activity period. Study for those who feel that they need or should like it is maintained under the supervision of a competent faculty member.

PENMANSHIP

Students recognizing their need for improved penmanship take advantage of the course offered to meet their needs. Often advisors suggest that a certain student be enrolled in the penmanship class for a period of a week or so to improve his legibility or technique. Attendance at this class is not compulsory.

SPECIAL ART

Special Art is a free period for students interested in any and all aspects of art. Painting, sketching, modeling, carving and any other phase of the study may be undertaken by the student enrolled in this special activity.

INTERIOR DECORATING

The activity of Interior Decorating aids the student in the application of art in the home. Good taste in color and line is an important lesson in decorating. How to choose furniture and make good buys, taking into consideration practicability as well as comfort and artistic harmony, are discussed by the students and faculty instructor in informal gatherings.

BOYS COOKING CLUB

Only a limited number of boys are admitted to the Boys' Cooking Club which meets eighth period. The boys cook for their own pleasure with the school's modern equipment. From time to time the club entertains members of the faculty or student groups with their special luncheons.

RADIO

Students in the Radio Club try to understand and learn something of the theory of radio. The repairing and building of radio instruments is undertaken by the more advanced activity students.

SLIDE RULE

A group of hard working students who wanted to learn how to learn the many uses of the slide rule fromed this activity. In their studies they mastered the theory of logarithms before learning the use of the rule.

O R G A N I Z A T I O N S

CALIFORNIA SCHOLARSHIP FEDERATION

The Acalanes Union High School Chapter of the C. S. F., Number 334C, received its charter from the state organization in the spring of 1941. Since that time rapid strides have been made in formulating by-laws and policies. Meetings are held the first Tuesday of every month.

The ten points necessary for novitiate membership can be made up entirely from curricular studies or by the required minimum of eight points for curricular studies and the permissive maximum of two points for extra curricular activities. These activities are defined in the by-laws of the Acalanes Chapter.

Eligibility is under plan B in the Chapter Constitution of the California Scholarship Federation. This states:

Section 1

(a) A grade of A in a subject for which five semester hours' credit is given.....3 points.

(b) A grade of B in a subject for which five semester hours' credit is given.....1 point.

Section 2 Subjects for which fractional credit is given shall be rated in the same proportion.

Section 3 A grade of B shall be interpreted to mean the lowest grade which recommends to the University of California. Grades below recommending standard shall not be accorded point value.

Section 4 No plus or minus signs will be employed or recognized.

ACALHONORS

The school honor society, for those students who have maintained a superior record for the semester involving membership, meets the third Tuesday in every month. Officers are elected by the semester.

Membership is extended to students who have received ten semester points in accredited subjects. These points are usually earned by the student's receiving one A and three B's. A student who carries a five solid subject course may receive all B's and qualify. An A grade is worth three points while B grades represents two points.

Maximum extra curricular points to be counted toward eligibility is one. Extra curricular points are defined as in the by-laws of the C. S. F. Constitution. Students who qualify for C. S. F. membership automatically qualify for Acalhonor membership.

GIRLS' ATHLETIC ASSOCIATION

G. A. A. is a club for all girls interested in sports and good sportmanship. Club members have the opportunity to play the games they like best in competition with other girls of the school and to participate in an active club group. An associate membership may be gained by signing up during a sport season. The sport seasons change each quarter. An active member, a girl who participates actively for two seasons, becomes eligible to buy the official G. A. A. sweater.

Active members may earn their G. A. A. emblems and finally their Block A's. Each sport is under the direction of a sport manager elected at the first of the year. The managers and officers serve as an executive committee which, together with the members, plans the activities of the group. G. A. A. activities include play days with other schools, picnics, faculty-student games, and inter-class competitions.

BLOCK A SOCIETY

The Block A Society was formed to further the close harmony of boys' athletics at Acalanes. Membership in the society is open to those boys who have earned their block A's in a major sport. All block A holders are automatically eligible for membership.

In its program for the promotion of school athletic events the high school society endeavors to carry on the tradition of the Athletic Carnival.

S E R V I C E S

CAFETERIA

The cafeteria is operated at Acalanes Union High School for the benefit of the students. The food served is sold to the patrons at such a price as pays the cost of maintaining the cafeteria. The cost of housing and equipping the cafeteria was paid for from school funds.

Mrs. Helen F. Williamson, home economics instructor, is responsible for general supervision of the cafeteria. She is assisted by Mrs. Clara Matchett, who for eight years had charge of Oakland High School cafeterias.

The type of service was planned after a careful survey of students as to items desired on the menu and the approximate price range desired. In so far as is possible in feeding a large group, individual preferences are followed. Students and parents are assured of high quality food. The kitchen is a model of modern efficiency and sanitation. There is an annual medical examination of all help.

Suggestions regarding items you would like incorporated in the menu will be welcomed at all times by Mrs. Williamson.

STUDENT COOPERATIVE STORE

A small student cooperative store is maintained chiefly to supplement the cafeteria services at noon and after school. Such profits as are made go into general student body funds.

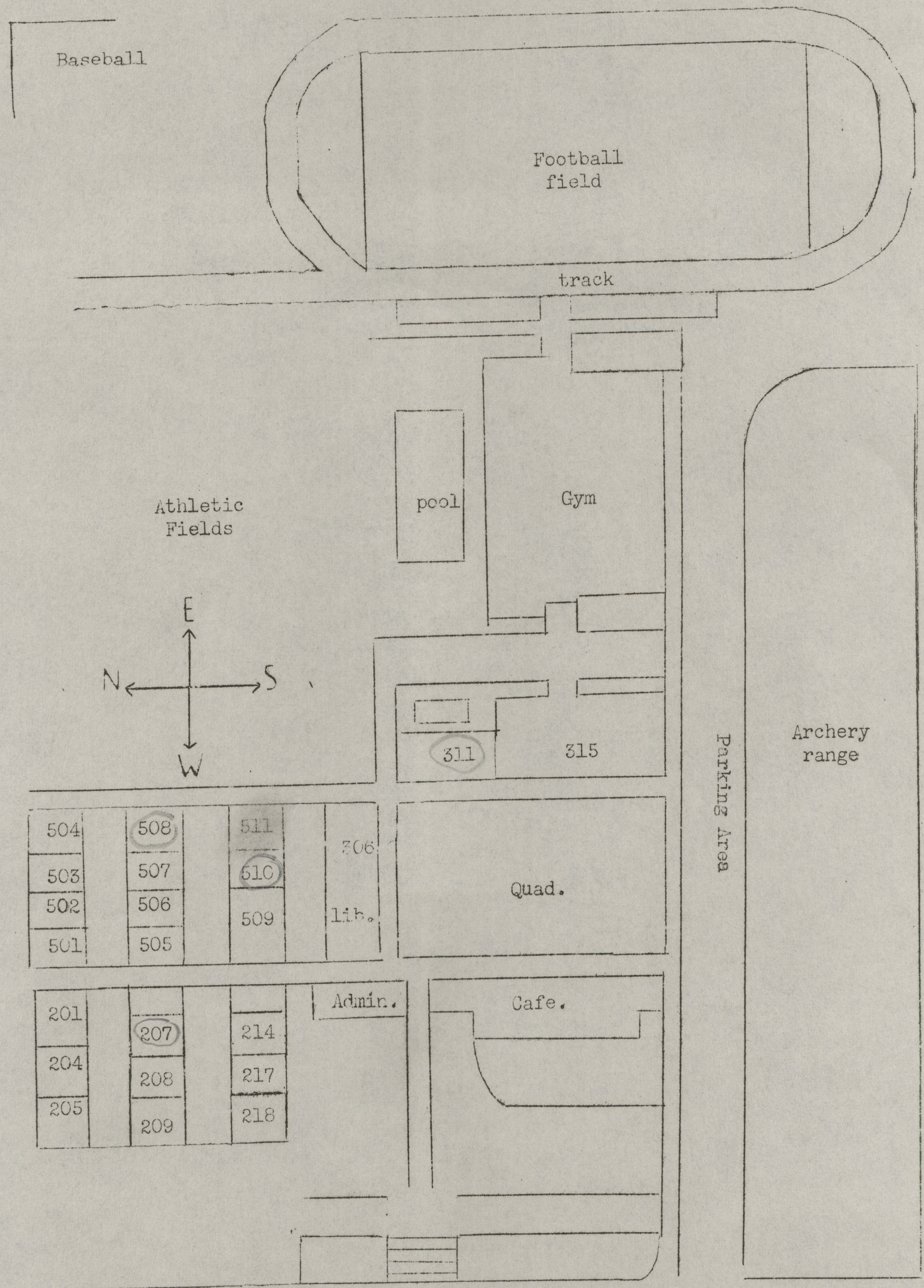
PUBLIC ADDRESS SYSTEM

The public address system enables rapid communication at Acalanes. General announcements are made at the beginning of the day and immediately after lunch. Classes are not to be disturbed except at these times. Students are responsible for listening to and complying with instructions given verbally.

Any student or organization wishing an announcement made should turn it into the office in concise, typed form before school or at noon.

Classes are encouraged to use the public address system for practice in simulating radio programs.

MAP OF ACALANES CAMPUS



CONSTITUTION

ACALANES UNION HIGH SCHOOL STUDENT BODY ASSOCIATION

PREAMBLE

We, the students of Acalanes Union High School, in order to form a better system of government, do adopt and unite in support of this constitution, the purpose of which is to secure for ourselves the benefits of harmonious and just government. We believe the authority in a successfully governed high school rests with the principal and faculty, and that any part in governing that is given to the students will be regarded as a trust.

ARTICLE I

NAME AND PURPOSE

Section 1. The name of this organization shall be the Acalanes Union High School Student Body Association.

Section 2. The purpose of this organization shall be to encourage, regulate, and promote all student activities of the school.

ARTICLE II

MEMBERSHIP

Section 1. Any bona-fide student of Acalanes Union High School who purchases a student body card is a member of the Acalanes Union High School Student Body Association and is automatically entitled to such privileges as may be granted by the student council.

Section 2. The Board of Trustees of the Acalanes Union High School shall be honorary members of the student body and shall be given student body cards.

ARTICLE III

OFFICERS, STANDARDS OF ELIGIBILITY, AND TERM OF OFFICE

Section 1. The elected student body officers shall be: president, vice-president, secretary, treasurer, boy's yell leader, girl's yell leader, and secretary of social affairs.

Section 2. Standards of eligibility for elected student body officers.

Paragraph 1.

The president shall be a senior at the time of assuming office. The vice-president, secretary, treasurer, and secretary of social affairs shall be juniors or seniors at the time of assuming office. The boy's yell leader and the girl's yell leader shall be sophomores, juniors, or seniors at the time of assuming office.

Paragraph 2.

All elected officers of the student body must have at the time of nomination, and must maintain while holding office, a "C" average in each subject being taken. A grade of "F" received during any report period shall disqualify for nomination and for holding office.

Section 3. The term of office of the elected student body officers shall be for one school year.

ARTICLE IV

NOMINATIONS AND ELECTIONS

Section 1. Nominations

Paragraph 1.

Any member of the student body desiring to be considered as a candidate for an office shall submit his name, or have it done for him by a sponsor, to an eligibility committee. This committee shall consist of the vice-president, who shall be chairman, two students appointed by the president, and two faculty members appointed by the principal. It shall be the duty of this committee to pass on the eligibility of candidates with respect to the provisions of Article III, Section 2, Paragraphs 1 and 2. This committee shall then post a list of the eligible candidates for each office.

Paragraph 2.

An eligible candidate may then be nominated by a petition signed by ten percent of the student body. No petition may be circulated without the approval of the nominee. No member of the student body may sign more than one petition for each office. These petitions are to be filed with the eligibility committee not later than the close of the tenth school day before the date set for the primary election.

Section 2. Elections

Paragraph 1.

Primary election--Those nominated under the provisions of the preceding section shall be voted on by the student body by secret ballot. The two candidates receiving the highest number of votes for each office, shall run in a final election.

Paragraph 2.

Final election--The candidate receiving a majority of the votes cast in the final election shall be declared elected. The election shall be by secret ballot.

Section 3. The primary election shall be held not later than four school weeks before the end of the school year, and not earlier than five school weeks before the end of the school year. The final election shall take place not later than five school days after the date of the primary election.

ARTICLE V

DUTIES AND POWERS OF OFFICERS

Section 1. The president shall represent the school in all public and interschool relations. He shall preside at assemblies. He shall have the power to appoint an election committee and any other necessary committees. He shall preside at meetings of the student council.

Section 2. The vice-president shall assume the duties and powers of the president whenever the latter is unable to assume his duties. He shall be the chairman of the eligibility committee.

Section 3. The secretary shall keep a record of all meetings of the student body and student council. He shall be the custodian of all papers pertaining to the affairs of the student body. He shall notify all persons and organizations of action pertaining to them taken by the student council.

Section 4. The treasurer shall receive for deposit all money collected by student organizations and activities, and credit such deposits to the accounts of organizations and activities making such deposits. The treasurer shall be the disbursing officer for all student organizations and activities. All checks issued by the student body shall bear the signatures of the treasurer and the principal, or a member of the faculty appointed by the principal. The treasurer shall render a report to the student body at the end of each school month.

Section 5. The boy's and girl's yell leaders shall promote wholesome school spirit. Each shall have the power to appoint an assistant. They shall be in charge of the rooting sections at all athletic events, and shall have charge of rallies. The boy's yell leader shall be the head of the rally committee.

Section 6. The secretary of social affairs shall be responsible for the planning and execution of all student body social affairs and entertainments. He shall see that dates of social affairs sponsored by student organizations do not conflict. If he is unable to settle any such conflicts the student council shall have the power to do so.

ARTICLE VI

THE STUDENT COUNCIL

Section 1. The student council shall consist of the elected student body officers, the general athletic manager, a member of the faculty appointed by the principal, and advisory group representatives. If an advisory group does not have an elected student body officer, or the general athletic manager within its member ship, it shall elect a representative to the student council.

Section 2. The general athletic manager shall assist the coach in the conduct of boy's athletics. He shall be elected by the Boy's Federation from three nominees selected by the coach. His term of office shall be for one school year.

Section 3. Powers of the student council--The student council shall have the power:

1. to provide for the general welfare of the student body, and to make effective the provisions of this constitution
2. to call and supervise student body elections
3. to fill all vacancies in student body offices
4. to require all student organizations to present a budget for their year's activities to the student council
5. to apportion equitably the funds of the student body among the various student organizations
6. to enact by-laws for the conduct of its business
7. to determine and fix the character of the student body card

Section 4. A majority of the members of the student council shall constitute a quorum to do business.

ARTICLE VII

METHOD OF AMENDING

Section 1. An amendment may be proposed in the student council, and if approved by two-thirds of the full membership of the council it shall be read at the next regular student body meeting. An election shall be called by the student council within ten school days after the proposed amendment is read.

Section 2. An amendment may be proposed by a petition signed by fifteen percent of the members of the student body. Such proposed amendment and petition must be filed with the secretary of the student body. The student council must then provide for a reading to the proposed amendment at the next regular meeting of the student body. The student council must set a date

for the adoption or rejection of the proposed amendment. The date so set must be within ten school days after the proposed amendment is read.

Section 3. At elections held for the purpose of amending this constitution, a favorable vote of two-thirds of the members of the student body shall constitute acceptance of the proposed amendment, and it shall become a part of this constitution.

ARTICLE VIII

MEETINGS

Section 1. Regular student body meetings shall be provided for in the school calendar.

Section 2. Special meetings of the student body may be called by the student council.

ARTICLE IX

VETO POWER OF THE PRINCIPAL

Section 1. The principal is responsible to the Board of Trustees for the conduct of all school activities, therefore, all acts of the student body, or of any of its organizations, or of its officers shall be subject of the approval of the principal.

ARTICLE X

Section 1. This constitution shall go into effect when approved by a majority of the student body members at an election held for that purpose.

AMENDMENTS TO CONSTITUTION

ARTICLE XI

BOYS' ATHLETIC AWARDS

Section 1. The awards shall be a capital block A. Blue and white trim. The athletic awards shall be made to members of athletic teams who have met the following requirements:

1. Recommendation by the coach based upon completion of minimum playing requirements, consistent adherence to training and playing rules established for the team, and maintanince of the sportsmanlike attitude and gentlemanly conduct expected of all students who represent Acalanes Union High School in any capacity.

2. Ratification by the Student Council of recommendations made by the coach for awards. Awards are to be purchased and made by the Student Body on the basis of this ratification.

3. No student shall be allowed to wear insignia resembling the official athletic awards unless he is eligible on the basis set forth above. All rights and priviliges of membership in the Acalanes Union High School student body shall be denied anyone violating this provision.

4. The first award in any activity shall be a letter with symbol and bar. The second award in the same sport shall be an additional bar. The third award shall be a third bar, and the fourth award in the same sport shall be a fourth bar.

5. Each student awarded a letter shall receive a new letter with appropriate symbols and bars each year he earns same. (Maximum number of letters to be awarded any student is four.) Symbols shall be awarded during the year to those who have in that year already won letter awards.

6. Only one stripe a year may be worn on the sweater sleeve for varsity awards, regardless of the number of sports in which the award is won. Stripes may not be anticipated, but may be added to sweater only after the awards have been made. Stripes may not be worn for sub-varisty awards nor by girls.

7. Letter sizes shall be 6" for varsity awards, 5" for junior varsity or B squad awards, and 4" for C squad awards, excepting that junior varsity or exponent teams winning a

championship shall receive a 6" award with the appropriate insignia to designate team.

8. Captains, elected by the team, shall be awarded a "c" on the symbol in addition to their regular awards.

9. Minimum requirements for awards shall be determined from the official scorer's record as follows:

A. Football

1. To be eligible for award, players must play in majority of the games played and participate in at least four league games.

2. Junior varsity football awards shall be on the same basis as varsity awards.

B. Basketball

1. Players must play in a majority of all games and at least seven league games.

C. Track

1. Players must make eleven points and win one first or second place, or players must make fifteen points, without first or second, or players must place in the county meet.

D. Baseball

1. Players must participate in a majority of all games played, including at least four league games to be eligible.

2. Battery must play at least sixteen innings, including five innings of league baseball.

E. Tennis

1. Players must compete in two-thirds of matches played and win a majority of matches or win in the county meet to be eligible for tennis award.

F. Swimming

1. Swimmers must place in the county meet or be a member of the winning relay team to be eligible for a swimming award.

G. Senior managers shall be awarded letters upon recommendation of the coach and approval of Student Council with appropriate symbol.

A C A L A N E S S O N G S

ROYAL BLUE AND WHITE

The royal blue and white,
Is bound to win the fight,
For our dear Acalanes Hi
With spirits up we'll show our might.

Our loyal Dons are great
They're the best within the state,
While loyal crowds are cheering
Dons will win for Acalanes Hi.

ACALANES GOES TO TOWN

Yankee Doodle went to town,
And so will Acalanes,
We'll win this game,
We'll do or die
And fame will come upon us.

Good old Dons you'll do your best,
The blue and white to guide you,
Win or lose, we cannot choose,
But we will stand behind you.

AS THE BACKS GO TEARING BY

As the backs go tearing by
With a will to do or die;
Many sighs many cheers
Mingle with Diablo's tears
As the backs go tearing by.

Making gain on steady gain,
As we sing the glad refrain
Acalanes will win the fray,
We are bound to win today,
As the backs go tearing by,
The backs go tearing by,
The backs go tearing by.

SCHOOL HYMN

MARTIN STOW

Hail to thee our Al- Ma Ma- ter Roy-al Blue and

White May thy hon- - or shine for-ev-er

in un- dy- ing light ---- Striv-ing to a

great-er glor-y Thru a bound-less tie------

Hail to thee our Al - ma Ma- ter A- ca- la-nes High

FIGHT FOR ACALANES

BOB DETHLEFSON
LEE DETHLEFSON

Fight for A-ca - la - nes Fight for the

blue and the white, --------- Fight for A - ca -

la -- nes Fight with all your might, might, might, might

Sing ----- for A - ca - la - nes Sing a song of

vic - tor - y. On - ward we go ---- to

Vic - tor-y's goal A-ca -- la-nes fight-----.

A C A L A N E S Y E L L S

DRUM

AC-AC-ACAL-AN-AN-ANES
A-C-A-L-A-N-E-S A-C-A-L-A-N-E-S
A - C - A - L - A - N - E - S
Acalanes! Acalanes! Acalanes Hi!

GO GETTUM DONS

GO GETTUM DONS!
GO GETTUM DONS!
Go Gettum! Go Gettum! Go Gettum Dons!

HONOR YELL

Coach ----------(Standing)
Rah! Rah! Rah! Rah! Rah! Rah!
Coach ----------!

BLUE-WHITE

Blue White Fight Fight!
Blue White Fight Fight!
Who Fights? We Fight!!
Acalanes Fight! Fight!

LOCOMOTIVE

(Start very slowly at first, increasing gradually)

A - C - A - L - A - N - E - S
A-C-A-L-A-N-E-S A-C-A-L-A-N-E-S
Acalanes, Acalanes, Acalanes Hi!

SKYROCKET

Skyrocket!
(Whistle or yell)
Boom!
Aaah!
Acalanes Varsity Rah! Rah! Rah!

OSKI

Oski Wow Wow
Wiski We We
Holy Magyi
Holy Acalanes Hi!

AXE

(Very slowly)

Give 'em the Axe the Axe the Axe
Give 'em the Axe the Axe the Axe
Give 'em the Axe! Give 'em the Axe!
Give 'em the Axe where?
Right in the neck, the neck, the neck
Right in the neck, the neck, the neck
Right in the neck! Right in the neck!
Right in the neck there!
(Repeat very fast)